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AGENDA
Career Service Panel
Office of Research and Development
3 May 1971

0900 hours
Room 607 - Conference Room

1. Review of agenda for 3 May 1971
2. Review of minutes for 5 April 1971
3.
 - a. Promotions
 - b. ORD staff additions and changes
 - c. Advance notice of special ORD training

25X1A9a [REDACTED]
- 25X1A9a 4. Career Development Program -
Monthly Report
[REDACTED]
- 25X1A9a 5. Recommendation for Promotion -
[REDACTED]
- 25X1A9a GS-13 to GS-14
[REDACTED]
6. Nominees for Public Service Awards
7. New business

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GROUP 1
Excluded from automatic
downgrading and
declassification

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CAREER SERVICE PANEL
Minutes of the Meeting
5 April 1971

Attendees:

25X1A9a [REDACTED] Acting Chairman

25X1A9a [REDACTED]

25X1A9a [REDACTED] Recording Secretary

Absentees:

25X1A9a [REDACTED] Chairman

1. The Chairman called the meeting to order at 0907 hours.
2. There were two additions to the Agenda under new business:

25X1A9a a. Nominees for the Management Advisory Group
 b. Fitness Reports [REDACTED]

25X1A9a 3. Discussion followed on Item 10, minutes for 1 March 1971. Some
of the members stated they would not have voted for the Quality Step
Increase for [REDACTED] if they had known the step increase would
be changed to step 8. [REDACTED] felt that the action should have been
returned to the Panel. It was pointed out by [REDACTED] that while the
QSI was in process for approval, a government pay adjustment had put
[REDACTED] in the GS scale thus changing his step from 5 to 8.

25X1A9a 4. [REDACTED] reported on the following:

PROMOTIONS:

None

QUALITY STEP INCREASES: (APPROVED AND PRESENTED)

25X1A9a a. [REDACTED] AP/ORD from GS-12, step 3 to GS-12, step 4 -
 7 March 1971

25X1A9a b. [REDACTED] AP/ORD from GS-13, step 4 to GS-13, step 5 -
 7 March 1971

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4. (Continued)

QUALITY STEP INCREASES: (APPROVED AND PRESENTED) Cont'd

- 25X1A9a c. [REDACTED], An/ORD, from GS-11, step 8 to GS-11, step 9 -
21 March 71
- 25X1A9a d. [REDACTED] P-C/ORD, from GS-15, step 5 to GS-15, step 6 -
7 March 71.

TRANSFERS:

None

RESIGNATIONS:

None

LWOP:

- 25X1A9a [REDACTED] AP/ORD - GS-14 - Phys Scien - Research - Illness
- 25X1A9a [REDACTED] GS-6, Secretary Steno, PMS/ORD - Maternity Leave
- [REDACTED] GS-6, Clerk Typist, RP/ORD - Maternity Leave

TRAINING NOTES:

Senior Mgmt. Seminars (Notice distributed in March)
Public Service Awards - 1972 (Usually circulated in May)
Brookings General Administrative, Science & Policy Conferences - 71 - 72

MISCELLANEOUS:

- 25X1A9a Training approval was obtained from CSP members by telephone on training
for [REDACTED] Optics/ORD to attend Massachusetts Institute of
Technology from 19 - 30 July 71. The tuition was \$520.00.

- 25X1A9a 5. [REDACTED] gave his monthly report on the Career Development 25X1A9a
Program. He stated that his committee, comprising of Messrs. [REDACTED]
25X1A9a [REDACTED] had a meeting on 8 March 1971 and the following topics were
discussed:

- a. Reviewed the CSP minutes to make sure the committee understood its assignment and what was important to the Panel. The committee wishes to remain within these boundaries in fulfilling the assignment.
- b. Reviewed grade criteria to find out if there might be other factors that could be incorporated into it. There was a difference of opinion as to language meanings within the committee.

The following comments were made in the discussion about the Career Development Program:

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5. (Continued)

- : Felt that there should be more to a professional career with the Agency than being a project monitor.
- : Felt that there are several ways of being a project monitor: (1) Only be an accountant; (2) do a job and the key things that identify a doer would be the papers he writes, presentations he makes, and how he is able to get other resources.
- : Suggested ORD screening if competitive evaluations are to have real meaning. He felt ORD should have technical seminars which would give the ORD Division Chiefs an opportunity to see project monitors perform. He stated he didn't care for ORD's very deep departmentalism, particularly as an excuse for lack of organized dissemination of technical information and programs.
- : Stated that (1) ORD should set up a systematic schedule for technical presentation so ORD personnel can describe what they are doing; (2) a key in judging a man's development concerns his performance in taking the initiative and contributing to the solution of a problem and also whether it agrees with management requirements. You can judge the man on the basis of specifics. ORD should have a schedule set up, at least on a monthly basis, so that a project officer can make a presentation and describe what he is doing and how he is going about it. ORD should then use this as a basis for judging how individuals are progressing in career development.
- : If ORD can give the professionals a standard of performance at one grade level, and what is anticipated at the other grade level, they will know what they should aspire toward to achieve promotion.
- : Requested that [REDACTED] report on what the promotion experience has been within ORD.
- : Asked that more attention be paid to GS-15s and to their careers.
- : As I have brought up at previous meetings, about 25% of ORD personnel are not under the purview of this CSP. The Senior Panel does not seem to communicate with the Office Panel -- each then operates in its own little vacuum.

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25X1A9a (Continued)

Recommended that the Career Service Panel suggest to D/ORD that it be recommended to the Career Service Board/DD/S&T that GS-15s in ORD be permitted to make presentation to the Career Service Board/DD/S&T on technical matters from time to time, both in written and oral form. This will give the GS-15s the exposure that they need. No panel action was taken.

CSP/ORD should get comments from those ORD professionals in midcareer to get their views. Rotation of selected personnel with ORD, including the front office, would give them more idea of what is going on in ORD and serve as an excellent operational training approach.

ORD should have overseas slots so ORD professionals could get a tour of duty overseas for two years. It might help to assign them into the DD/P for appropriate tours.

██████████ stated that the overseas slots are DD/S&T slots. 25X1A9a

Stated CSP members have no chance to study what the committee on Career Development Program is trying to present. He asked ██████████ to prepare a report and circulate 25X1A9a to the Division Chiefs before the CSP meeting.

Reminded ██████████ that the original assignment to his committee called for verbal reports at the CSP meetings 25X1A9a and interim written reports on what his committee is

trying to cover. ██████████ further stated he would be glad 25X1A9a to submit a written report covering items discussed by his committee during the last three meetings such as rotation, training sabbaticals, growth experience and opportunities. He said he would not be able to complete this report for the next CSP meeting on 3 May 1971 as he would be on leave during April.

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6. ██████████ moved that ██████████ An/ORD be recommended for promotion from GS-12 to GS-13. ██████████ seconded the motion. Vote was unanimous. Motion carried.

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7. ██████████ stated he felt that some career development program should be planned for ██████████, as well as others in "A" category.

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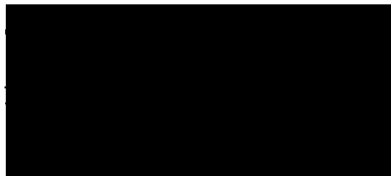
8. ██████████ moved that ██████████ Optics/ORD be recommended for promotion from GS-14 to GS-15. ██████████ seconded the motion. Vote was unanimous. Motion carried.

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9. The Career Service Panel then took up the task of converting the following Career-Provisional employees to Career Employee status if suitable:

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The Career Service Panel was cautioned that if any of the members felt that any of the above employees should not remain in the Agency that they should not select them for this category. It was further stated that personnel not selected could be retained in a Career-Provisional status until further decision is made to convert them to Career or they are asked to leave the Agency. [REDACTED] stated that if we don't convert any of these employees, ORD will have to discuss with the individual what their career should be. ORD should have a plan on what we intend to do with these employees. [REDACTED] questioned the basis for [REDACTED] conversion just now coming up for appointment when he EOD with the Agency in 1966.

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10. The Career Service Panel voted and approved unanimously the conversion to Career Employee status of:



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The decision on [REDACTED] was turned over to the Special Panel/ORD for secretarial and clerical employees.

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11. There were no nominees for the Executive Development Program sponsored by Temple University, 1 - 28 August 1971.

12. There were no nominees for the Executive Seminars - Kings Point, New York; Berkeley, California; or Oak Ridge, Tennessee.

13. [REDACTED] moved that [REDACTED] Optics/ORD be recommended for a Quality Step Increase from GS-14, step 4 to GS-14, step 5. [REDACTED] seconded the motion. Six members voted in favor of the motion; two voted against the recommendation. [REDACTED] stated there was inadequate documentation and he didn't see any major basis for a QSI. [REDACTED] stated he felt [REDACTED] had used very poor judgment in one situation in the recent past. No further explanation was given. Motion carried.

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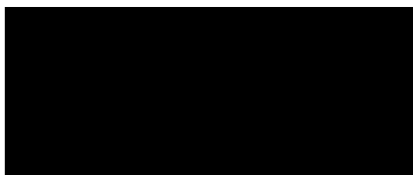
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14. Results on Competitive Evaluation - GS-13s:

<u>Name</u>	<u>Division</u>	<u>Division Rating</u>	<u>Reviewer's Rating</u>	<u>CSP Rating</u>
25X1A9a	AP	A	A	A
	O	A	A	A
	SPG	C	C	C
	An	B	B	B
	P-C	C	C	C
	RP	A	A	A
	O	C	C	C
	AP	C	C	C
	P-C	B	B	B

15. The CSP was then asked to submit nominees for the Management Advisory Group to be submitted to D/ORD for approval. The following names were submitted:



16. Fitness reports were then discussed. [REDACTED] stated the following:

- Any inconsistencies in ratings on fitness reports will be returned to the Division Chief for written justification.
- No statement of pending promotion action will be accepted on a fitness report.
- A memorandum on fitness reports will be discussed with Division Chiefs as to supervisor and reviewer assignments.

17. [REDACTED] asked that the Career Service Panel take up for consideration what should be done about those personnel rated "A" in competitive evaluations. He requested that a study on the effect this rating has had on career be made for the CSP/ORD.

18. The next meeting for the Career Service Panel was scheduled for 3 May 1971 at 0900 hours.

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19. Meeting adjourned at 1145 hours,



Executive Secretary
CSP/ORD

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APPROVED:



Acting Chairman
CSP/ORD

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